

**Treasury Documentation****Subject:** Telephone Usage, Calling Cards and Cellular Phones**For:** EMPLOYEE HANDBOOK**Also See:** BT-03049; DMB  
Administrative Guide  
Procedure 1210.13**Identification** ET-03052  
Policy  
**Effective Date** 5-1-2005  
**Replaces** ET-03052 (5-1-2003)

Page 1 of 4

---

**General Policy**

This Policy is in accordance with Department of Management and Budget's (DMB's) *Administrative Guide to State Government*, Procedure 1210.13. State employees should use the State telephone system, State-issued telephone calling cards and cellular telephones (cell phones) only to conduct official State business.

State employees are prohibited from utilizing the State telephone system or a State-issued calling card or cell phone to place personal long-distance telephone calls, except as necessary to communicate unavoidable delays in scheduled work departure times, or to communicate unavoidable changes in travel plans while in travel status, or as authorized by their supervisor based upon the circumstances involved.

Use of State telephones for personal local calls should be kept to a minimum. Also see information about personal phone calls in Bulletin BT-03049, Employee Conduct, General Guidelines in this Handbook.

Each Office Director/Division Administrator is responsible for ensuring proper telephone, calling card and cell phone usage and ensuring that employees understand and comply with this Policy.

Employees violating this Policy are expected to reimburse the Department of Treasury for unauthorized calls and are subject to disciplinary action.

**Requesting a Calling Card and/or Cell Phone**

The Director/Administrator must approve and submit to Purchasing, Departmental Services Division, requests for calling cards or cell phones for business calls using form 3869 CELLULAR TELEPHONE AND/OR CALLING CARD REQUEST AND APPROVAL. Form 3869 may be accessed on Treasury's Intranet by clicking on "Forms" in top menu bar, then "Purchasing Forms" under Internal Forms.

Calling cards or cell phones issued to a Director/Administrator must be approved at the next higher level.

### **Telephone Billings**

Although detailed validation of telephone billings and maintenance of telephone usage logs is not required, the Director/Administrator should implement review processes appropriate for the circumstances to monitor compliance with this Policy. Local and long-distance telephone charges should be reviewed by the Director/Administrator (or Designee) for unusual usage. Any suspected misuse that violates this Policy should be investigated and appropriate corrective action should be taken.

Finance and Accounting Division (FAD) receives billings for the State telephone system from DMB. FAD will pay the bill and then send a copy to the Director/Administrator along with a blank form 3518 TELECOMMUNICATIONS INVOICE CHANGE REQUEST. The Director/Administrator should complete and submit 3518 to FAD **only** if the billing is not accurate.

For billings other than the State telephone system, FAD will pay the invoice and send a copy to the division/office/bureau. Billings should be returned to FAD only if there are errors that need to be addressed.

### **Reimbursement for Personal Calls**

The amount of charges for telephone calls for personal purposes plus applicable state and federal taxes must be collected from the individual who placed the call, except as noted in this Policy. The individual must submit reimbursement to the "State of Michigan" **only** by check or money order with a copy of the bill (if applicable) to FAD.

### **Calling Cards**

Calling cards are issued to employees who travel regularly on Treasury business and have Director/Administrator's approval. Calling cards are to be used by employees on travel status for business purposes only. State-issued calling cards must not be used for personal calls.

**Exception:** Employees on travel status are entitled to reimbursement for two 5-minute telephone calls per trip to notify family members of their safe arrival or of any flight/hotel scheduling changes, or as authorized by a supervisor based upon circumstances involved. State calling cards may be used for these calls, or reimbursement may be requested on form DMB-23 TRAVEL EXPENSE VOUCHER with appropriate justification (copy of telephone bill).

### **Cell Phones**

Cell phones may be issued to employees who travel regularly on Treasury business. Cell phones are to be used for business purposes only.

Personal calls must not be made on Department-issued cell phones unless there is a personal emergency. The employee must reimburse the Department for all expenses incurred, with the exception for limited personal calls while on travel status, as described in "Calling Cards" section above.

No area or individual may enter into a contract for cell phone service. Contact Purchasing regarding latest cell phone contract information and/or to address specific Office/Division needs. As master contracts become available, all acquisitions will be made from the appropriate master contracts.

Purchasing maintains data for all cell phones issued to Department employees. It is the using area's responsibility to notify Purchasing of changes in users or the discontinuance of service.

Determining the use of cell phones is the responsibility of Directors/Administrators. Directors/Administrators have the authority to approve requests for cell phones and for reimbursement of business calls on personally owned cell phones, and the responsibility to manage use of cell phones for their areas.

The following guidelines are used to determine if a cellular phone is an appropriate option:

- Cell phones may be assigned if there is a legitimate business need.
- The individual employee, area and extent of travel, calling patterns, need for contact with the Department or business, etc., should be considered when determining type of phone service. It may be more efficient or cost-effective to provide a pager and/or State-issued calling card.
- Mobile phone calls are not secure. They are transmitted through the air and are subject to eavesdropping by anyone possessing easily obtainable equipment. Tax account information must not be discussed on cell phones.
- State equipment related to cell phones must not be permanently installed in private vehicles.
- If the employee owns a personal cell phone, it may be less expensive to reimburse the employee for business calls on their cell phone. (See "Business Use of Personally Owned Cell Phone" below.)

### **Business Use of Personally Owned Cell Phone**

If the Director/Administrator determines that an employee may be reimbursed for business use of a personally owned cell phone:

- Billings for personally owned cell phones must not be sent to or placed in the name of the Office/Division. The employee must pay the bill, then seek reimbursement for authorized business calls.

- Only business calls will be reimbursable.
- The Office/Division will not be liable for any damage or loss or for personal phone calls.
- To receive reimbursement, the employee must submit the entire previously paid bill to FAD. This may be included with a completed form DMB-23 (list under "Other Expense Amount"), or submitted quarterly with a memo to FAD.

**Exception:** Certain field employees are eligible at \$0.50 per call if:

- Employee is required to call into home office daily for safety reasons.
- Employee does not have access to a business cell phone.

Exceptions must be submitted on form DMB-23 for reimbursement.

**End**